

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, January 22, 2014 3:03 PM
To: Vars, Jeanette; Wells, Mike
Subject: RE: boxes for offsite in your old cube

Hi Jeanette,

I thought I left you the SF135 and box contents list (2 copies – one for you and one for the front of the box). I'll reprint and get them to you.

Here's what you'll need to do for Deb's box:

- Turn the folders so they face the front of the box (front has the numbers)
- Write the Accession # (412-14-0161), Box # (Box 1 of 1) and the Versatile Box # ("VE # 6777") just underneath the Box 1 of 1
- Put the SF135 and box contents list in the front of the box
- Tape it with clear or brown tape and email me that it's ready to go

For the other box, I just looked at it for the first time today and it looks like OMP Time & Attendance:

- Enter the box in Versatile
- Fill out an SF135 form and email it to me
- I'll get it entered into the system and then we can go through the last steps (above) as soon as the accession # is ready.

Please let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
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From: Vars, Jeanette
Sent: Wednesday, January 22, 2014 1:16 PM
To: Wells, Mike
Cc: Aoyama, Joyce
Subject: RE: boxes for offsite in your old cube

I'm waiting for Joyce to come back to me about the one box for Deb. I put the numbers on the out side of it. Nothing is happening on that one. As for the other one I was hoping to hear from Joyce to finish it. I have a feeling you might have to take this over.

From: Wells, Mike
Sent: Wednesday, January 22, 2014 12:21 PM
To: Vars, Jeanette
Cc: Aoyama, Joyce
Subject: boxes for offsite in your old cube

Hi Jeanette—My understanding from speaking with Joyce is that these two boxes are basically ready to go but require a couple of more steps. Are you still working on these, or were you intending on completing those steps so that they can be shipped? Need to know b/c if not, we'll need to come up with a plan B for who is doing it.

Thanks.